



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5216.2E
N004
17 Nov 09

NSTC INSTRUCTION 5216.2E

Subj: BY DIRECTION, MESSAGE RELEASING AUTHORITY AND USE OF
COMMAND LETTERHEAD

Ref: (a) SECNAVINST 5216.5D
(b) NTP 3 (J)

1. Purpose. To delegate "By direction", message releasing authority and use of command letterhead to designated personnel assigned to Naval Service Training Command (NSTC) as required by references (a) and (b).

2. Cancellation. NSTCINST 5216.2D.

3. Summary of Changes. This instruction has been completely updated and administratively revised and should be reviewed in its entirety.

4. Responsibilities. NSTC personnel authorized to sign "By direction" and to release messages are responsible for:

a. Exercising sound judgment in determining when official correspondence should be referred to the Commander or Chief of Staff for signature.

b. Ensuring all official correspondence and messages are correctly prepared using references (a) and (b).

c. Ensuring all official correspondence on command letterhead is serialized and dated via Flag Administration.

d. Ensuring timeliness, completeness, accuracy, professionalism, and consistency with existing Commander, NSTC policies. This includes responsibility for correct grammatical structure and spelling.

e. Ensuring the from line is addressed from Commander, Naval Service Training Command with the exception of those authorized to sign using their position as indicated in paragraph 7 below.

5. Letterhead. The standard size paper for all official letterhead stationery is 8 ½ by 11 inches.

a. Authorized Use of Letterhead

(1) Use command letterhead stationery for only official matters of the command.

(2) Don't use letterhead as personal stationery.

(3) Use typed, stamped, computer or word processor-generated letterhead only.

b. Letterhead Format. The following is the only acceptable header for NSTC Letterhead:

DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

6. Authority

a. "By direction" authority is granted to:

<u>Code</u>	<u>Title</u>
N01	Chief of Staff
N001	Executive Assistant/Flag Secretary
N003	Protocol Officer
N004	Administrative Officer/Security Manager
N1	Director of Manpower
N3/5/7	Director of Operations, Analysis and Requirements
N4/6	Director of Logistics and Command Information
N8	Comptroller
N9	Director of Learning Strategies

CD	Director of Citizenship Development (CD)
CD1	Deputy Director of Citizenship Development
OD	Director of Officer Development (OD)
ODA	Director of Military Operations, Officer Development
ODM	USMC Liaison
OD1	Head of OD Nuclear Power Selection
OD2	Head of OD Selection/Placement
OD2A	Head of OD Medical Programs
OD3	Head of OD Professional Development
OD4	Head of OD Student Operations
OD5	Head of OD Unit Operations
IG	Inspector General
OGC	Office of General Counsel
RLSO CO	Staff Judge Advocate
RLSO XO	Assistant Staff Judge Advocate

b. "By direction" signature is authorized for correspondence dealing with the areas of responsibility of the officials in paragraph a, unless specifically excluded herein or by separate correspondence.

c. E-mail and fax correspondence will be subject to the same release authorities as regular flat paper correspondence and message traffic.

d. Message releasing authority is granted to the Chief of Staff and Executive Assistant/Flag Secretary.

7. Positional Title. The below listed positions may sign correspondence by title only as required by their respective areas of responsibility.

N01	Chief of Staff
CD	Director of Citizenship Development
OD	Director of Officer Development
ODA	Director of Military Operations, Officer Development
IG	Inspector General
OGC	Office of General Counsel
SJA CO	Staff Judge Advocate

8. Exceptions. "By direction" is not authorized under the following circumstances:

a. Correspondence dealing with command policy, mission, or efficiency;

b. Letters of Commendation or Censure;

c. Unfavorable or negative replies, unless of a routine, official nature or addressed to persons who have no official function, service obligation, or recoupment obligation within the Department of Defense;

d. Matters of controversial nature, such as letters of complaint, disapproval, or requests for services or support and disciplinary actions;

e. Correspondence dealing with resource requirements including people (to include personnel letters of endorsement) and funds;

f. Congressional correspondence;

g. Endorsements on correspondence to any official senior to Commander, NSTC;

NSTCINST 5216.2E
17 Nov 09

h. Correspondence with family members, attorneys, and other interested parties authorized to communicate on behalf of students enrolled in NSTC Programs who have incurred a service/recoupment obligation.

i. Correspondence pertaining to complaints under Article 138, UCMJ, Article 1150, U.S. Navy Regulations, or applications to the Board for Correction of Naval Records.

j. Tasking subordinate commands except in execution of NSTC directives (exception: The Chief of Staff and Executive Assistant/Flag Secretary are authorized to task subordinate commands and pass them information on my behalf).

k. Executing, recommending or implementing a course of action different from the one recommended by a Commanding Officer within the NSTC domain.



C. S. SHARPE

Distribution: (NSTCINST 5216.1B)
List 3 & 4